

CONFIDENTIAL

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PERSONNEL EVALUATION CODE SHEET				DATE																															
SERIAL NO. <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div>		NAME (Last) (First) (Middle) <div style="border: 1px solid black; width: 100%; height: 20px; margin: 2px;"></div>																																	
ORGANIZATION <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div>		OFFICE ASSIGNED <div style="border: 1px solid black; width: 100%; height: 20px; margin: 2px;"></div>		DIVISION <div style="border: 1px solid black; width: 100%; height: 20px; margin: 2px;"></div>																															
<b>A. GRADE LEVEL (29-30)</b> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div>			<b>H. ABILITY TO HANDLE GREATER RESPONSIBILITIES (42)</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black; text-align: center;">1</td><td>Yes</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">2</td><td>No</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">3</td><td>Uncertain</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">4</td><td>Now</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">5</td><td>Future</td></tr> </table>				1	Yes		2	No		3	Uncertain		4	Now		5	Future															
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<b>B. UNDERSTANDING OF DUTIES (31)</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black; text-align: center;">1</td><td>Thorough</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">2</td><td>Moderate</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">3</td><td>Limited</td></tr> </table>				1	Thorough		2	Moderate		3	Limited	<b>I. OTHER DUTIES BETTER SUITED TO (43)</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black; text-align: center;">1</td><td>Yes</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">2</td><td>No</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">3</td><td>Unknown</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">4</td><td>Within Component</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">5</td><td>Other Component</td></tr> </table>				1	Yes		2	No		3	Unknown		4	Within Component		5	Other Component						
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<b>C. INSTRUCTION COMPLETED</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black;"></td><td>Training (32-33)</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td>Language (34-35)</td></tr> </table>					Training (32-33)			Language (34-35)	<b>J. TRAINING OR ROTATION RECOMMENDED</b> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px; display: inline-block;"></div> Rotation (44)  <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px; display: inline-block;"></div> Foreign Service Experience (45)  <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px; display: inline-block;"></div> Reassignment (46-47)  <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px; display: inline-block;"></div> Training (48-49)  <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px; display: inline-block;"></div> Language Studies (50-51)																										
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<b>D. WORK PRIMARILY INTERESTED IN (36)</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black; text-align: center;">1</td><td>Presently Assigned T/O</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">2</td><td>Other - Within Div./Br.</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">3</td><td>Other - Within Component</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">4</td><td>Other - Outside Component</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">5</td><td>Under Employment</td></tr> </table>				1	Presently Assigned T/O		2	Other - Within Div./Br.		3	Other - Within Component		4	Other - Outside Component		5	Under Employment	<b>K. PERFORMANCE (52)</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black; text-align: center;">1</td><td>Unsatisfactory</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">2</td><td>Separation</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">3</td><td>Reassignment</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">4</td><td>Demotion</td></tr> </table>				1	Unsatisfactory		2	Separation		3	Reassignment		4	Demotion			
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<b>E. FIELDS OF WORK (37-38)</b> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div>			<b>L. EVALUATION DATES</b> <div style="border: 1px solid black; width: 100%; height: 20px; margin: 2px;"></div> Date To (53-58)  <div style="border: 1px solid black; width: 100%; height: 20px; margin: 2px;"></div> Projected (59-64)																																
<b>F. PERFORMANCE CONSIDERED BY (39)</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black; text-align: center;">1</td><td>Narrative Description</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">2</td><td>Adjective Rating</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">3</td><td>Both</td></tr> </table>				1	Narrative Description		2	Adjective Rating		3	Both	<b>M. TYPE OF EVALUATION (65)</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black; text-align: center;">1</td><td>Initial</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">2</td><td>Annual</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">3</td><td>Reevaluation</td></tr> </table>				1	Initial		2	Annual		3	Reevaluation												
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<b>G. EFFORTS FOR SELF IMPROVEMENT (40)</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black; text-align: center;">1</td><td>None</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">2</td><td>Pers. Characteristics</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">3</td><td>Supervisory Tech.</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">4</td><td>On-Job Training</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">5</td><td>Language Study</td></tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black; text-align: center;">1</td><td>Typing (41)</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">2</td><td>Shorthand</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">3</td><td>Area Study</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">4</td><td>Intelligence Study</td></tr> <tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black; text-align: center;">5</td><td>Writing Techniques</td></tr> </table>				1	None		2	Pers. Characteristics		3	Supervisory Tech.		4	On-Job Training		5	Language Study		1	Typing (41)		2	Shorthand		3	Area Study		4	Intelligence Study		5	Writing Techniques			
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